



**JOB OPPORTUNITY
OFFICE OF STANDARDS, CURRICULUM AND INSTRUCTION**

EDUCATION DIVISION DIRECTOR

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE
BOTTOM OF THIS PAGE!**

Open To: The Public

Location: 165 Capitol Avenue, Hartford, CT 06106

Hours: 8:00 a.m. – 5:00 p.m.

Job Posting # 00059760 – File #782

Salary Range: \$117,084 - \$149,403

Closing Date: May 15, 2013

The Connecticut State Department of Education (CSDE) is currently recruiting for an Education Division Director of Standards, Curriculum & Instruction.

GENERAL STATEMENT OF DUTIES:

The leader of the Office of Standards, Curriculum, & Instruction will be a member of the Chief Academic Officer's Leadership team and will be the person primarily responsible for one of the most important strategic efforts to improve the academic performance and college and career readiness of Connecticut's school children. This position will report to the Chief Academic Officer. Responsibilities of this office include:

- Identify and collaborate with school leaders from throughout the state and the country who are implementing the Common Core State Standards with fidelity to the standards' potential to transform teaching and learning – and bring those best practices to all education instructors and leaders in Connecticut using highly collaborative and engaging training systems.
- Collaborate with districts, institutions of higher education, philanthropies, other states, and third party facilitators to ensure CT is on the leading edge of Common Core implementation plans, leveraging best practices, ensuring instructional practices and curriculum content are aligned to the standards, and highlighting the importance of continuous in class assessment.
- Build and or shine light on the best Common Core aligned model curricula being developed in and outside of the state of Connecticut – and make such examples of model curricula available for all CT educators to use, share, and build upon.
- Ensure that Professional Learning and Teacher Preparation programs focus on the importance of the Common Core's impact on instructional practices.

- Oversee and manage flow of information and measure fidelity of the timeline for CT schools to transition to the common core in all related subjects and grades – including timelines for specifically identified student groups
- Collaborate with Office of Assessment to build formative assessment tools that are aligned to the Common Core and to ensure the state's end of year assessment regime is tightly aligned to the Common Core transition plans of the state.
- Manage the professionals who provide leadership and support services to all schools in the areas of STEM, ELA, & ELL.
- Other duties requested by the Chief Academic Officer.

In addition, the Division Director will provide leadership, supervision and accountability to a diverse staff consistent with the department's obligation to implement state and federal regulations and policies that promote best practices to support the academic achievement of all students.

EXAMPLE OF DUTIES:

Provides leadership, supervision and accountability to professional and support staff that enables them to assist schools and other educational partners in the areas of learning standards, curriculum and instruction. Support staff in the creative and efficient use of department resources, including their professional time, skill and knowledge, to create optimal environments and circumstances to improve student performance. Specific duties include:

- Implement and monitor all state and federal legislation related to standards, curriculum & instruction;
- Provide oversight to the fiscal management of all state and federal funds and grant awards;
- Work collaboratively with other agencies in developing and supporting systems that enable effective implementation of program standards development, curriculum development and high-quality instruction;
- Provide day-to-day supervision and scheduled periodic evaluation of staff performance;
- Represent the department in professional and public forums related to the CSDE policy, initiatives, goals, and expectations in the areas of program standards development, curriculum development and high-quality instruction; and
- Engage a broad cross section of communities, including public schools, preschools, state agencies, public and nonpublic providers, legislators and other policy makers, professional associations and the public around issues related to academic achievement for all students.

QUALIFICATIONS:

Knowledge, Skill and Ability:

Considerable knowledge of the philosophy of methods of education, with an emphasis on educational administration and management; considerable knowledge of the objectives and purposes of educational programs within area of specialty; considerable knowledge of the principles of professional management; considerable knowledge of public school administration; considerable knowledge of the principles and techniques of budgetary preparation and fiscal management; considerable interpersonal skills; considerable written and oral skills; considerable ability to understand and apply relevant state and federal laws, statutes and regulations; administrative ability.

Minimum Experience and Training Required:

An earned advanced degree and twelve (12) years of experience in the field of Education or in related areas.

Substitution Allowed:

An equivalent combination of experience and training as determined by the State Board of Education.

Preferred Experience and Training:

An earned doctorate degree is preferred.

Considerable knowledge of current research, best practices, state and federal legislation, and CSDE initiatives related to learning standards, curriculum development and instructional practices that support all students and their families; the ability and interest to develop knowledge to support staff experts in all areas associated with this management assignment; communication skills including effective oral and written communication skills in brief and expanded presentation formats; strong analytical skills as related to legal, legislative and statistical applications; effective interpersonal and leadership skills, including persuasion, motivation and collaboration; ability to delegate responsibility; ability to use technology to foster efficiency and effectiveness in work relative tasks; and, the ability to manage multiple tasks in a high accountability organization.

Expert content knowledge in the areas of learning standards and curriculum development and instruction. Demonstrated success in administering complex initiatives and supporting collaborating professionals. Designing initiatives that motivate and persuade diverse interest to realize common priority goals.

The Department encourages those applicants who do not meet the stated qualifications but who believe they possess equivalent qualifications to submit, in addition to their resumes, written statements indicating how their backgrounds and experience qualify them for the position.

APPLICATION PROCEDURE:

Interested candidates should reference announcement #782 submit a letter of application and resume with details of experience and training, three (3) current professional references and an Application for Examination or Employment (CT-HR-12) which may be obtained from the Department of Education website at <http://www.sde.ct.gov> to: **Dianna Roberge-Wentzell, Chief Academic Officer, 165 Capitol Avenue, 2nd floor, Room 223, Hartford, CT 06106. Tel. # (860) 713-6775. All required documents must be submitted to be considered for interview.**

Closing date for application: **May 15, 2013**

Anticipated date of employment: **Immediate Upon Selection**

The State of Connecticut Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of **race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.** Inquiries regarding the Department of Education's nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/American with Disabilities Act Coordinator, State of Connecticut Department of Education, 25 Industrial Park Road, Middletown, CT 06457, 860-807-2101, Levy.Gillespie@ct.gov.

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